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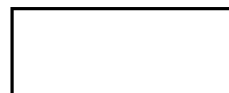
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26 Mar 69*

NPIC HANDBOOK



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MANAGEMENT INFORMATION SYSTEM PROCEDURES



Declassification Review by
NGA

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WARNING

This document contains information affecting the national defense of the United States, within the meaning of Title 18, sections 793 and 794, of the U.S. Code, as amended. Its transmission or revelation of its contents to or receipt by an unauthorized person is prohibited by law.

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MANAGEMENT INFORMATION SYSTEM PROCEDURES

1. Purpose: The purpose of this Handbook is to set forth detailed procedures and instructions to effectively and efficiently implement NPIC Regulation 7-1, titled Management Information System.

2. Data Collection Procedures:

a. Basic Project Information

Projects will be established through the Requirements Branch, Operations Staff (see NPIC Regulation 51-1). The Management Information Branch (MIB/MSS) will receive from the Requirements Branch one copy of each new project form. From the project form, Management Information Branch will initiate a project notice (see Appendix 1, Form 1). Operations Branch, IPD will put the data from the project notice into the Management Information data file. This is the first information for each project to be stored. The computer cannot accept any other information for a project until the project notice has been filed. Projects resulting in more than one report will be subdivided to permit the recording of time and product data for each report. Such subdivision must be done by the component having operational responsibility for the project; this component will henceforth be referred to as the responsible component. When a responsible component divides a project, it will forward a Project Notice to MIB with the project number, suffixes and corresponding titles entered. (See Appendix C for detailed instructions.) MIB will then complete the Project Notice and forward it to IPD. When any component desires to divide a project for any reason, the subdivision must be accomplished through the responsible component as above.

b. Project Progress and Products Reporting

The work phase notice (see Appendix A, Form 2) will be used to record project progress and products information. One line of the form will be used for each separate project action.

(1) As soon as possible after receipt of the project form from Requirements Branch, OS, the responsible component will fill in the following sections of the work phase notice and send it to MIB: project number, component, date work starts, estimated date of completion, and action code. Since the estimated completion date is for the entire project, the responsible component must consider the contributions of the support components in arriving at the estimate. If the responsible component holds regular meetings with the supporting organizations to work out schedules for each project (e.g. the PAG scheduling sessions) MIB may obtain this information at the meeting and the initial work phase notice need not be made by the responsible component. If it is estimated that the entire pro-

ject will take no longer than one week, the "initial" work phase notice may be waived and all information will be provided when the project is finished. (See Paragraph 3 below for "finish" procedure.)

(2) Notices of changes in the estimated date of completion will be made by the responsible component by means of an additional work phase notice. This notice will reflect the same information as the original and will have a C (change) in the action code. Change notices will not be made for new estimates which vary from the original by one week or less.

(3) Upon completion of the entire project, the responsible component will fill in another work phase notice indicating the project number, component, actual date completed, and a Z in the action code, and will forward it to MIB.

(4) Cancellations will be handled in a similar manner to the completion of a work phase. The only difference being that an X will be used in the action code rather than a Z.

(5) Any component may send a work phase notice to MIB to register a product that it has completed for the project. This work phase notice will contain the following information: project number, component, date completed, the appropriate production information, and a P in the action. (See Appendix B, Part 7 for final product codes and instructions, and Appendix C for procedures for recording multiple products.)

c. Daily Work Reporting

(1) At the end of each work day, all employees will account for their time on a Time Recording Form (see Appendix A, Form 3). A separate line will be used for each project worked and for each activity change within a project. Hours or portions of hours worked will be recorded in the appropriate column, either regular time (RT) or overtime (OT). Use of less than one-hour increments is a component's option. Leave will be recorded in the place provided.

(2) All NPIC employees will use the time recording form. Most employees work on a small number of specific projects during a week and will ascribe their time to those projects. Some employees, however, such as supervisors and some administrative personnel have general cognizance of many projects and, therefore, cannot always allot their time to specific projects. For these employees, the first project number in each category has been set aside to record time as unspecified project work. (See Appendix B, Part 1, for explanation of the project numbering system. These unspecified project numbers will re-

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main the same each year; only the year numeral will change. The numbers are:

Direct National PI	11000 - Year
Direct National Non-PI	22000 - Year
Direct Departmental PI	30000 - Year
Direct Departmental Non-PI	40000 - Year
Indirect National PI	55000 - Year
Indirect National Non-PI	66000 - Year
Indirect Departmental PI	77000 - Year
Indirect Departmental Non-PI	88000 - Year
General Operations	99000 - Year

An example of how unspecified project time is charged: a supervisor who spent 6 hours of a day supervising a large number of Direct National PI projects would charge that time to 11000-5, activity 711. If he spent the other 2 hours making out fitness reports, a general operation, that time would be charged to 99000-5 again with activity 711.

(3) The Time Recording form is designed for one week's recording. At the end of the week the employee will total the hours in the space provided next to the project activity columns. There totals will be key punched.

(4) The vertical column totals and the time and attendance record information will not be key punched. They are for use in balancing entries and for aiding T and A clerks with their records.

(5) In order to insure timely reporting it is important that the following schedule be adhered to. Each employee will complete his form by COB Friday. Saturday overtime, if any, should be added Monday morning. Sunday work will be recorded on the form for the new week. The Management Information Coordinator of each component will receive the Time Recording Forms by 0900 Monday, assemble and verify them for accuracy, and forward them to MIB by 1200 hours. MIB will assemble, check, and send them to OB/IPD for key punching no later than 1500. If the forms are used by the component in posting time and attendance records (optional usage), that will be done prior to their delivery to MIB by 1200. OB/IPD will incorporate the cards into the Management Information System and will produce weekly summary reports each Wednesday morning.

(6) Although the form is designed for one week's

use, employees will make entries daily. When an employee is absent, he may record the time when he returns. If absent on Monday, however, the Management Information Coordinator will be responsible for completing his time form. A form must be turned in for every employee each week. Before going on TDY, an employee should arrange with his Management Information Coordinator that the TDY time be recorded during his absence. Upon return necessary adjustments can be made through MIB by reflecting the change in the time reporting for the subsequent week.

3. Data Processing Procedures

a. Input

(1) Time Recording Forms for the work week ending Saturday will be key punched and incorporated into the computer files by the following Tuesday.

(2) Project notices will be forwarded for key punching daily as they are ready. The key punching and filing may be done at the discretion of the Chief, OB/IPD, except that all current project information must be in the computer files before the time recording forms are entered each Tuesday. This is mandatory since the computer will reject any time information for a project whose number has not been registered by a project notice.

(3) Work phase notice information will also be furnished through MIB/MSS to OB/IPD as available and the input will be kept as current as possible.

b. Output

(1) Standard Reports - In order to provide answers to periodically recurring questions in the most economical way, standard reports will be produced at specified intervals. These will be in machine runs which will show, for example: time spent on project by components weekly or monthly; time spent by each activity weekly or monthly; time spent by each component on projects of the various types quarterly; status of all current projects; etc.

(2) Specific Requests - The Management Information System is equally responsive to specific questions whose answers may not be included in standard reports. All information put into computer storage can be retrieved in a great variety of possible combinations, totals, and accumulations. Specific questions can be answered by specific replies and, usually, quite promptly.

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APPENDIX A.

FORMS

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MANAGEMENT INFORMATION SYSTEM
PROJECT NOTICE
WORKING PAPER

11 Classification _____
12 Date To MIB _____ No _____
13 Date To IPD _____ No _____

Project No.	Category	Co	Security	Requester	Date Accepted	Deadline	Pri/Wt
1	2	3	4	5	6	7	8
9	10						
1. Project Number				Enter correct project number, including suffix, if applicable.			
2 thru 8. Category				MIB enters appropriate codes to indicate category of project, country of primary coverage, security classification of requirement, requester, date accepted by Requirements Branch/OS, project deadline date, and the code indicating priority and weight.			
9. M Tag				MIB enters appropriate alphabetic designator for mission-oriented projects only.			
10. Title				MIB, or the appropriate component in the case of project subdivisions, enters the title of the project.			
11. Classification				Enter the appropriate security classification as the content of the filled in notice demands.			
12. & 13. Date to MIB and Date to IPD				For components' optional use.			

Example of Project Notice as executed by MIB

11 11253 5 A B A U R 20 C 2 3 0 1 2 0 2 5 2 0 0 3 5 1 0 4
SVERDLINSK SAM SITES

Project Notice subdividing same project as executed by Responsible Component

13 11253 5
SVERDLINSK SAM SITE A
14 11253B 5
SVERDLINSK SAM SITE B

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MANAGEMENT INFORMATION SYSTEM
WORK PHASE NOTICE

14 COMPONENT

15 Date to MIB
No.

Project Number	Work Phase Begin Date	Estimated Completion Date	Actual Completion Date	Number	Reports incl. cables & memos.					Other Products		Actual Code
					Yr	Pages	Illus.	Targets	Copies	Type	Quantity	
1	2	3	4	5	6	7	8	9	10	11	12	13

1. Project Number - Enter correct project number including suffix, if applicable.
2. Work Phase Begin Date - Responsible component enters date (da-mo-yr) work on project begins and places S in Action Code column.
3. Estimated Date of Completion - In addition to Work Phase Begin Date, responsible component enters date entire project scheduled for completion.
4. Actual Completion Date - Component producing product enters date product completed and P in Action Code column. Responsible component enters date entire project completed and Z in Action Code column.
(For detailed explanation of columns 5 thru 12 refer to Appendix B, Part 7)
5. Report (incl. cable & memo) Number - Enter proper identifying number.
6. Pages - Enter number of pages in final product (PD will make this entry for formal reports).
7. Shaded column - Leave blank; for MIB use only.
8. Illustrations - PD enters total number of illustrations in final product.
9. Targets - PD enters number of targets covered in Immediate Exploitation reports.
10. Copies - PSD enters total number of copies of reports produced.
11. Type - Enter code for type of Other Products and P in Action Code column.
12. Quantity - Enter total number of type of Other Products produced.
13. Action Code - Enter proper code to indicate project status (S-start or Z-completed) or type of information being reported (C-change; X-cancel; P-product).
14. Component - Component originating notice enters numerical component code (refer to Appendix B, Part 6).
15. Date to MIB & No. - For components' optional use.

Sample entries for an immediate exploitation

Project Number	Work Phase Begin Date	Estimated Completion Date	Actual Completion Date	Number	Reports (incl. cables & memos.) Yr. Pages	Illus.	Targets	Copies	Other Products Type	Quantity	Action Code
Start notice by responsible component											
11205	507025	08045									S
PD products notice											
11205	5		07285 R	12345	50		10132		RC	1P	
11205	5		07285						RF	10P	
PSD products notice											
11205	5		08045						60AV	4000P	
11205	5		08045						AU	100P	
Completed notice by responsible component											
11205	5		08045								Z

MANAGEMENT INFORMATION SYSTEM
TIME RECORDING FORM

2. badge no

1	0	5	2
---	---	---	---

 3. grade

1	1
---	---

 4. component

1	3	0
---	---	---

 5. week ending da-mo-yr

0	5	0	2	6	5
---	---	---	---	---	---

[illegible]

For Time and Attendance Record		Sun	Mon	Tue	Wed	Thur	Fri	Sat
14. Overtime Clock Hours	From	1100						
	To	1630						
Leave Clock Hours	From				0800		1100	
	To				1000		1630	

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APPENDIX B.

CODES AND DEFINITIONS

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1. PROJECT NUMBERING SYSTEM

The project number consists of five digits from one of the blocks shown below, which indicate the project type, followed by one or two letter suffixes as needed and a numeral indicating the year (e.g. 55276AA5). If suffixes are not needed their positions will be left blank.

<u>PROJECT TYPE*</u>	<u>NUMBER BLOCK</u>	<u>CONDITIONS FOR USE</u>
Direct National PI	11000 - 19999	1. Generated by requirement 2. National in scope 3. Involves PI
Direct National Non-PI	22000 - 29999	1. Generated by requirement 2. National in scope 3. Involves <u>no</u> PI
Direct Departmental PI (Support)		
CIA	30000 - 32999	1. Generated by requirement
DIA	33000 - 34999	2. Departmental in scope
NSA	35000 - 35999	3. Involves PI
Army	36000 - 36999	
All Other	37000 - 37999	
Direct Departmental Non-PI		
CIA	40000 - 42999	1. Generated by requirement
DIA	43000 - 44999	2. Departmental in scope
NSA	45000 - 45999	3. Involves <u>no</u> PI
Army	46000 - 46999	
All Other	47000 - 49999	
Indirect National PI	55000 - 59999	1. Generated by internal need (No requirement) 2. National in scope 3. Involves PI or is primarily in support of PI s
Indirect National Non-PI	66000 - 69999	1. Generated by internal need (No requirement) 2. National in scope 3. Involves <u>no</u> PI and is <u>not</u> primarily in support of PI s
Indirect Departmental PI Support	77000 - 79999	1. General by internal need (No requirement) 2. Departmental in scope 3. Involves PI
Indirect Departmental Non-PI Support	88000 - 89999	1. Generated by internal need (No requirement) 2. Departmental in scope 3. Involves <u>no</u> PI
General Operations	99000 - 99900	1. Generated by internal need 2. Involves administrative or housekeeping-type work.

*See NPIC regulation 51-1 for definitions of these project types.

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2. PROJECT CATEGORY CODES

The three-character, alphabetic category code comprises the "responsible component" code in the first position and a two-character code indicating the type of project in the last two positions. MIB will assign the three-character code to facilitate recall of project data in specific, similar groupings. The code is determined from information available on the requirement form; therefore, to enable MIB to supply concise, meaningful data to requesters, it is mandatory that such information be explicit and complete. A listing of "responsible component" and "project type" codes appears below, followed by a listing of "project type" codes in the same order but broken into three major categories, Immediate Exploitations, Detailed Exploitations, and Other Specific Projects, with a brief description for each code.

Responsible Component Codes

A - PAG	F - IPID	N - SS
B - PD	G - P&DS	P - PID
C - PSD	H - OS	Q - DIA
D - TID	K - O/DIR	R - Army
E - CSD	M - MSS	S - NSA

Project Type Codes

AA - OAK
 AB - IPIR
 AD - Other Immediate
 AE - MCI
 BA - Detailed Exploitation Missile
 BB - Detailed Exploitation Air Installation
 BC - Detailed Exploitation Nuclear Energy
 BD - Detailed Exploitation Military Installation/Activity
 BE - Detailed Exploitation CBR Warfare
 BF - Detailed Exploitation Electronics or Commo
 BG - Detailed Exploitation Industry
 BH - Detailed Exploitation Basic Service
 BK - Detailed Exploitation Port or Harbor
 BM - Detailed Exploitation Research & Development
 BN - Detailed Exploitation Storage
 BP - Detailed Exploitation Urban Complex
 BR - Detailed Exploitation Miscellaneous
 BS - Detailed Exploitation Unidentified Activity
 CA - Graphic PI Project
 CC - Periodic Formatted Publications
 CE - Briefing or Other Presentation
 CG - Miscellaneous PI Project
 DA - Photogrammetric Study
 DC - Mission Analysis
 DE - Mission Technical Services
 DG - Technical Support

DK - Evaluation Study
 DM - Mission Performance Evaluation Support
 EA - Graphics Preparation (Non-PI)
 EC - Edit
 EE - Miscellaneous Publication Project
 FA - Photo Lab
 FC - Reproduction & Printing
 FE - Information Control (Film File & Courier)
 FG - Miscellaneous Production Services Project
 GA - Computer Programming
 GC - Systems Analysis
 GE - Computer Service
 GG - Minicard Service
 GK - Miscellaneous Data Service
 HA - Reference System
 HC - Update Reference Materials
 HE - Research (ADP)
 HG - Collateral Research
 HK - Miscellaneous Collateral Support Project
 KA - Equipment Development
 KC - Recon System Project
 KE - Planning Study
 KF - Laboratory Research
 KK - Miscellaneous Planning & Development Project
 KG - Staff Study
 MA - General NPIC Support

Project Type Descriptions

A. Immediate Exploitations, 1st and 2d Phases
 1. AA - OAK--Immediate exploitation, 1st phase, of KH material.
 2. AB - IPIR--Immediate exploitation, 1st phase, of aircraft material.
 3. AD - Other Immediate--All 1st and 2nd phase immediate exploitations which cannot be categorized as AA, AB, or AE.
 4. AE - MCI--Immediate exploitation, 2nd phase.
 B. Detailed Exploitation--comprises a detailed photo interpretation study, as opposed to an immediate exploitation, regardless of product, unless only graphic work has been requested.
 1. BA - Detailed Exploitation Missile--comprises missile deployment, production, and missile-associated sites, facilities, and/or activities except space tracking stations; e.g., launch complexes and sites; test, assembly, and storage facilities; support facilities; missile-associated electronics or communications installations; missile war-

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head storage, including nuclear; rail-to-road transfer points, etc.

2. BB - Detailed Exploitation Air Installation--comprises civil and military airfields, seaplane stations, support facilities, weapons storage (except nuclear), and other associated facilities.

3. BC - Detailed Exploitation Nuclear--comprises atomic, nuclear, and associated facilities and activities; e.g., nuclear energy complexes; nuclear test facilities; ore mining and processing of atomic materials; gaseous diffusion plants; atomic or nuclear research facilities; nuclear weapons storage sites, including sites at airfields, except nuclear missile warhead storage sites, etc.

4. BD - Detailed Exploitation Military Installation/Activity--comprises military installations or activities except those included under codes BA, BB, BC, BE, BF, or BK; e.g., military headquarters and training areas; barracks areas; naval bases; submarine bases; arsenals; ordnance depots; military supply depots; fortifications; tactical deployments; naval ships at sea, etc.

5. BE - Detailed Exploitation CBR Warfare--comprises chemical, biological, and radiological warfare installations; e.g., CBR materials production facilities; CBR munitions storage sites; CBR proving grounds and test areas; CBR research installations, etc.

6. BF - Detailed Exploitation Electronics or Commo--comprises electronics and communications installations except missile-associated installations; e.g., radar and communications sites; space program tracking stations; VLF sites; etc.

7. BG - Detailed Exploitation Industry--comprises industrial facilities and activities except those included under codes BA, BC, and BE; e.g., mining; heavy equipment plants; steel plants; aircraft fabrication; railroad equipment production; chemicals production; oil refineries; aircraft engine production; shipyards; agricultural products plants; ammunition and explosives manufacturing, etc.

8. BH - Detailed Exploitation Basic Services--comprises roads, power plants, dams, railroad lines (except missile transloading points), etc.

9. BK - Detailed Exploitation Port or Harbor--comprises overall exploitation of a port or harbor which is at least partially non-military.

10. BM - Detailed Exploitation Research & Development--comprises all research and development activities and installations except those included under codes BA, BC, and BE.

11. BN - Detailed Exploitation Storage--comprises storage sites and facilities except those included under codes BA, BB, BD, and BE.

12. BP - Detailed Exploitation Urban Complex--comprises PI studies of significant installations within an entire urban complex.

13. BR - Detailed Exploitation Miscellaneous--comprises area studies and identifiable sites; installations, and activities that cannot be categorized elsewhere under "detailed exploitations."

14. BS - Detailed Exploitation Unidentified Activity--comprises sites, installations, or areas at which the type of activity is not identifiable.

C. Other Specific Projects

1. CA - Graphic PI Project--a project requiring the services of a photographic interpreter in which the final product will be a graphic(s); e.g., briefing boards.

2. CC - Periodic Formatted Publications--a project requiring the services of a photographic interpreter in which the final product will be publications, issued at regular intervals, with unusual or special formats and which cannot be categorized as standard "immediate" or "detailed" exploitations; e.g., Vietnam hamlet study.

3. CE - Briefing or Other Presentations--a briefing or other formal presentation and all related support; e.g., regular "working group" briefings; county fairs, etc.

4. CG - Miscellaneous PI Project--a project which requires the services of a photographic interpreter but which cannot be categorized as an "immediate" or "detailed" exploitation, a graphic PI project, or a periodic formatted publications project.

5. DA - Photogrammetric Study - non-production-type projects primarily requiring photogrammetric analysis, such as error analysis studies, preparation of camera system technical manuals, development of math models, etc.

6. DC - Mission Analysis - TAB projects entitled Photogrammetric Analysis Mission_____.

7. DE - Mission Technical Services - TSB projects entitled Technical Services Mission_____.

8. DG - Technical Support - projects requiring a wide variety on non-routine work, such as technical briefing boards, preparation of special-purpose maps, providing statistics, camera calibration, etc.

9. DK - Evaluation Study - mission evaluations (PERs) and evaluations of training and test missions.

10. DM - Mission Performance Evaluation Support - projects in response to outside requests for mission performance studies and data, such as PET support.

11. EA - Graphics Preparation (Non-PI)--a project requiring graphic work but not requiring the services of a photographic interpreter.

12. EC - Edit--a project requiring only editorial support.

13. EE - Miscellaneous Publication Project--a project requiring production of a publication in which the services of a photographic interpreter are not requested and which is not a formal NPIC technical report produced under TID chairmanship.

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14. FA - Photo Lab--a project requesting only PSD Photographic Laboratory Branch support.

15. FC - Reproduction & Printing--a project requesting only PSD Reproduction and Printing Branch support.

16. FE - Information Control (Film File & Courier)--a project requesting only PSD Information Control Branch support.

17. FG - Miscellaneous Production Services Project--a project requesting only PSD work and which cannot be categorized as FA, FC, or FE.

18. GA - Computer Programming and Systems Analysis--a project requiring computer programming by a professional programmer or the services of a professional systems analyst.

19. GE - Computer Service--a project requesting computer outputs from IPD.

20. GG - Minicard Service--a project requesting minicard outputs.

21. GK - Miscellaneous Data Service--a project requesting some form of automatic data handling or processing which cannot be categorized in GA, GC, GE, or GG.

22. HA - Reference System Design--a project requesting design or innovation of a system for coding, classifying, storing, and/or retrieving reference material other than computer programming (GA) or systems analysis (GC) work.

23. HC - Update Reference Materials--a project requesting the updating of all types of reference materials, except for automatic, periodic, programmed ADP operations.

24. HE - Research (ADP)--a collateral support project requesting machine or computer-stored data furnished by ADP methods.

25. HG - Collateral Research--a project requesting collateral research and support and not answerable by ADP methods.

26. HK - Miscellaneous Collateral Support Project--a project requesting collateral support which cannot be categorized in HA, HC, HE, or HG.

27. KA - Equipment Development--a project involving research and/or development work on hardware or equipment.

28. KC - Recon System Project--a project involving identification and evaluation of an image-forming collection system.

29. KE - Planning Study--a project requesting a specific planning study by P&DS which cannot be categorized in KA, KC, or KF.

30. KF - Laboratory Research--a project involving basic laboratory investigation.

31. KK - Miscellaneous Planning & Development Project--a project requesting planning and/or development work, usually by P&DS, which cannot be categorized in KA, KC, KE, or KF.

32. KG - Staff Study--a project requesting a formal staff study by any NPIC component.

33. MA - General NPIC Support--a project established by an in-house component requesting general support from other in-house components.

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4. CLASSIFICATION CODES

For Use in Security Columns of Project Notice		Code	Security Classification
Code	Security Classification		
00		21	
01		22	
02		23	
03		24	
04		25	
05		26	
06		27	
07		28	
08		29	
09		30	
10		31	
11		40	
12		41	
13		50	
14		51	
15		52	
16		53	
17		54	
18		55	
19		56	
20		57	

5. REQUESTER CODES

This is a condensed and slightly modified version of the SCIPS organization code.

NPIC P100 Office of Director
 P110 Admin Staff
 P120 OPS Staff
 P130 P&D Staff
 P200 PAG
 P300 CSD
 P400 PSD
 P500 PD
 P600 TID
 P700 IPD
 P800 MIB

Army A230 Tech & Scientific Div. (Formerly SPAD)
 A410 Army Map Service
 A419 AMS/DE SPA
 A500 Chief Signal Officer

CIA C100 Director of CIA
 C101 Office of DDCI & Assistants
 C102 Exec. Director & Comptroller
 C200 DDI
 C201 Asst DDI & Assistants
 C202 Collection & Guidance Staff
 C210 CIA/PID
 C220 OCR
 C240 ONE
 C270 OO
 C280 OBI
 C2A0 ORR
 C2B0 EIC/S/RR
 C2C0 ORR/ST/FM
 C2D0 ORR/ST/P
 C2E0 CH/E/RR
 C2F0 ORR/ST/A
 C2G0 ORR/ST/CS
 C2H0 ORR/ST/PR
 C2J0 ORR/D/A

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6. COMPONENT CODES

For use with Time Recording Form and Work Phase Notice

Component		Code	Associated Work Phase
<u>Dir or</u> <u>Asst</u>	<u>Div or</u> <u>Staff</u> <u>Branch</u> <u>Section</u>		
PAG		100	
	GMD	110	
	FE	120	
	WH	130	
	E/ME	140	Photo Analysis
	STD	200	
	M/E	210	
	IB	220	
	NE	230	
	IPD	300	
	SYB	310	System Analysis
	PRB	320	
	Systems Prog Section	321	Programming
	Recon Prog Sec	322	
	ISR Prog Sec	323	
	Data Proc Prog Sec	325	
	OPB	330	
	Control Proc Sec	333	Data Processing
	Doc Stor & Ret Sec	335	
	Data Input Sec	337	
	PD	400	
	PD/PCO	401	
	EB	410	
	Gen	411	
	ABC/Indus	412	Publication
	Miss/Elec	413	
	GAB	420	
	Anal	421	
	Pres	422	
	Prod	423	
	PSD	500	
	RPB	510	Reproduction
	PLB	520	Photo Lab
	ICB	530	Film Reference
	CSD	600	
	RB	610	
	Target Brief Staff	611	
	Sov Bloc Section	612	Research
	Non-Bloc Section	613	
	REF	620	
	Info Section	621	
	Map Section	622	Reference

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Component				Code	Associated Work Phase
<u>Dir or</u> <u>Asst</u>	<u>Div or</u> <u>Staff</u>	<u>Branch</u>	<u>Section</u>		
			Photo Section	623	
			Reports Analysis Sec	624	
			Joint Ref Staff	625	
	TID			700	
		TAB		720	Photogrammetry
		TSB		730	Tech Services
O/Dir				800	
Admin				820	
	MSS			823	
		MIB		825	
		B&FAB		827	
	SS			830	
		PB		832	
		TB		834	
		LB		836	
		SB		838	
OPS				850	
		RB		852	
		SB		854	
P&DS				870	
		DB		875	
		PB		880	
		EDLB		885	
	PID			900	
		P/St		901	
		OS/St		902	
		ABCB		910	
			Wpns/CBR	911	
			Resch & Prod	912	
	MEB			920	
			Def Syst	921	
			Electronics	922	
			Offense Syst	923	Photo Analysis
	GMB			930	
		WH		931	
		FE		932	
		Spec Proj.		933	
	IB			940	
		Chem		941	
		Bas Ind		942	
		Trans & Power		943	
	OSB			950	
		Log Spt		951	
		Prod		952	

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<u>Code</u>	<u>Primarily for use by:</u>	<u>Code</u>	<u>Primarily for use by:</u>
HH - Map	PID	KM - Preliminary Mission Statistics Memorandum	TID
HK - Annotated Map	PID	KN - Technical Briefing Board	TID
HL - Sketch	PID	KO - Ephemeris	TID
HM - Table	PID	KP - Memorandum	TID
HN - Listing	PID	KQ - Cable	TID
HO - Graphic	PID	KR - Overlay, Graphic	TID
KA - Mission Coverage Plot (MCP)	TID	KS - Photo print, enlargement	TID
KB - Mission Coverage Plot Summary (MCPS)	TID	KT - Map	TID
KC - Coverage Plots	TID	KU - Density readings, traces	TID
KD - Mission Coverage Index (Cuba)	TID	KV - Technical Manual, Report	TID
KE - Coverage Statistics	TID	RA - Brief (Report)	PD
KF - Photo Mosaic Index	TID	RB - Errata (Report)	PD
KG - Altitude Correction Graph	TID	RC - Cover (Report)	PD
KH - Preliminary Evaluation Cable	TID	RD - Line Drawing (Report)	PD
KI - Photographic Evaluation Report (PER)	TID	RE - Perspective Drawing (Report)	PD
KJ - Dates of Photography and on/off coordinates cable	TID	RF - Photographic Representation (Report)	PD
KK - On/off time memorandum	TID	RG - Mosaic (Report)	PD
KL - Dates of photography memorandum	TID	RH - Chart (Report)	PD
		RI - Miscellaneous Graphic (Report)	PD

8. ACTIVITY CODES

<u>Activity</u>	<u>Code</u>	<u>Definition</u>
Photo Interpretation	100	Photo analysis leading to immediate, detailed, or special reports.
Project Coordinator	110	Assigned coordination of immediate projects. Coordination with the support divisions on detailed projects.
Graphic Collection	111	Collection of graphics for briefing purposes, primarily to be utilized in immediate readouts.
Collateral Evaluation	112	Initial collection of collateral materials (including photos, reports, and maps) and reviewing this material.
Report Writing	130	Preparation of report manuscript.
Target Evaluation	140	Examination of targets for confirmation, negation, and identification on mensuration.
Report Evaluation	150	Confirmation or negation of reports through interpretation.
Intelligence Maintenance	160	Production, collection, updating, or assembling materials utilized by PIs in support of a branch mission (e.g., keys, installation photos, and mosaics).
Writing Support	201	Consultations and coordination of material preparatory to writing a manuscript.
Editing	202	Revision and preparation of a manuscript for publication.
Editorial Review	203	Review of printing forms for consistency and form.

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<u>Activity</u>	<u>Code</u>	<u>Definition</u>
Editorial Support	204	Collection of materials and information in preparation for editing.
Editorial Typing	205	Manuscript typing.
Graphical Analysis	250	Preliminary preparation of graphical material for publication.
Publication Illus	251	Final preparation of illustrations to be included in reports.
Non-Publication Illus	252	Final preparation of illustrations to be included in products other than reports.
Composition	253	Preparation of printing forms for illustrative and textual material.
Publication Typing	254	Setting textual material in type.
Proofreading	255	Reading and indicating corrections to be made on printing forms.
Mosaicing	256	Preparation of mosaics.
Model Building	257	Construction of models.
Graphic Review	258	Review of graphical materials for consistency and form.
Visual Aids Preparation	259	Assembly and preparation of materials for visual aids.
Research (General)	300	All research activity not elsewhere covered. Analysis and synthesis of information obtained from various sources.
Targ. Brief Rsch & Writ	301	Activity involving the generation of new Target Briefs.
Targ. Brief Revision	302	Target Brief Revision (Correction, updating, purging).
Mission Packet Prep & Targ	303	Work done by both Research and Reference Branches in plotting targets and tracks prior to the beginning of immediate reports, and creation of packets and film chip files.
PI Support (Team Mbr)	304	Includes support divided as a member of immediate report teams. Support provided to detailed projects should be shown under 300.
Reference (General)	310	General assistance to customers, specific and background information as requested.
Reference (Selection)	311	Selection of bibliographies, publications and other reference material for additions to the NPIC collection. Also, purging of the collection.
Reference Processing	312	Includes routing of reference material and all necessary record keeping for material of all classifications.
Reference Cataloging	314	Cataloguing, classification, and catalog maintenance, as well as the preparation and typing of catalog cards, and labeling of books.
Reference Indexing	315	Indexing reference material (e.g., documents, maps, photography, and graphic aids), and preparation of the all-source listing.

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<u>Activity</u>	<u>Code</u>	<u>Definition</u>
Reference Coding	316	Coding of new accessions in depth for filing into automatic systems.
Reference Document Retrieval	317	Identification and retrieval of all types of publications and documents, either manually or by automatic systems.
Reference Info & Doc Retrieval	318	Retrieval of information only--not hard copies of existing documents or books.
Reference Info Procurement	319	All reference searches and closely related activities involving the exploitation of sources outside NPIC.
System Design	400	The study of NPIC operations toward the development of computer applications and the design of implementing methods.
System Design Modif	401	Modification of existing computer systems.
Computer Programming	410	Writing the programs for computer tasks.
Computer Program Modif	411	Writing changes to computer program.
Computer Program Doc	412	Preparation of the operating manuals, flow charts and logic used, that accompany computer programs.
Computer Operations (1401)	420	Operating the 1401 and associated equipment.
Computer Maintenance (1401)	421	Maintenance of the 1401 and associated equipment.
Computer Update	422	Updating stored information in the computers.
Computer Operations (490)	425	Operating the 490 and associated equipment.
Computer Maintenance (490)	426	Maintenance of the 490 and associated equipment.
Computer Operations (1004)	427	Operating the 1004 and associated equipment.
Computer Maintenance (1004)	428	Maintenance of the 1004 and associated equipment.
EAM Operations	430	Operating the IBM 407 and other punch card equipment.
EAM Maintenance	431	Maintaining the IBM 407 and other punch card equipment.
EAM Programming	432	Preparing circuitry for punch card outputs from the 407 and associated equipment.
Data Input	440	All methods of entering new data into computer files.
Key Punch	441	Operating key punch machines.
Verifying	442	Operating verifiers.
Minicard Input	451	Copying information for minicard storage.
Minicard Output	452	Preparing minicard reproductions for customers.
Dot Reading	453	Processing binary time clock data on photography.
Information Process R&D	454	Internal IPD work toward developing or improving facilities for data processing.
Minicard File Maintenance	455	Update and maintain files.
Minicard Quality Control	456	Check and verify quality of input and output materials.
Minicard General Lab Work	457	Mixing, replenishing chemicals, cleaning equipment, etc.
Attitude Analysis	500	Determination of camera attitude in total, including scribing horizons; measuring horizons; curve plotting and adjustment; time analysis and correction; stellar/index/pan correlation; and preparing pitch, roll and yaw listing and graphs for dissemination.

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<u>Activity</u>	<u>Code</u>	<u>Definition</u>
Camera System Analysis	501	Study and analysis of camera system (not including evaluation or system performance activities) including familiarization with new systems; appraisal of proposed systems and modifications to existing systems; trips taken to view hardware and gather technical data on camera systems; preparing statements of Center requirements regarding camera systems, and preparation of technical publications on camera systems development of titling, grids, etc. for camera system products.
Coverage Data	502	Compiling and preparing data related to photographic coverage (not including detailed plots) including preliminary tracks and plots; WAC coverage lists; coverage briefing boards; coverage statistics for mission; MCP; MCPS; and statistics other than for a specific mission.
Detailed Photo Plots	503	Preparing detailed, frame by frame, plots of photographic inputs.
Frame Ephemeris	504	Preparation of the frame ephemeris, including: technical editing; contracting data; and preparing for publication.
Mensuration for PI Proj	505	All work expended in providing measurements, including: PI consultation; preparation of sketches; selection of photography; instrument use; preparing and completing plots; analysis; and documentation.
Mission Data	506	Compilation and preparation of data pertaining to a mission, including: camera on-off positions; dates of photography; camera technical data; altitude correction graph; distribution of S/I calibration data; and scale values for PI.
Orbital Ephemeris	507	Preparation of the orbital ephemeris, including: technical editing; correction data; and preparing for publication.
Edit and Title Photo	508	All work related to the break-down, titling, and preparation of photography for reproduction, both at the processing site, except that related to evaluation and percentage of clouds; breakdown of film into working spool sizes; correlating index frame to pan frame; editing of the photography; and titling the photography.
Photo Eval/Sys Perf	509	All evaluation of test and operational photography, including: cable 42 prepared at processing site; OP cables; subjective evaluations; preparation of PER; writing evaluation reports; special evaluations; such as determination of mensuration quality or limits; hosting visitors who come to review mission results and evaluate system performance; and PER support other than attitude determination and analysis.
Photogrammetric Analysis	510	The accomplishment of photogrammetric analysis, usually in answer to special requests. Not to be used as part of mission or PI measurement work.

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<u>Activity</u>	<u>Code</u>	<u>Definition</u>
Photo Mosaic Index	511	All work devoted to preparing a photo mosaic and producing a product therefrom, including: actually laying a mosaic; matching and cutting a mosaic to fit a map and map detail; labeling mosaics; and editing mosaics.
Weather Analysis	512	All work related to weather readout and statistics, including: examining photography to determine percent of cloud cover; computing and compiling weather statistics; preparing weather data for input to the computer; and preparing weather reports.
Photo Lab Operations	600	Lab work not otherwise specified.
Printing	601	Exposing photographic sensitive materials by contact or enlarging methods.
Camera	602	Exposing photographic sensitive films thru camera operation.
Color	603	All work involved in copying, printing, and/or processing color material.
Chem Mix System	604	All work in the tank farm and the preparation of solutions for processing photographic film and paper.
Production Control	605	Logging jobs in and out, preparing negs and/or original art work for return to originator or files, and maintaining production records.
Quality Control	606	The testing and analysis of sensitized photographic materials, solutions, and equipment to insure adherence to standards and techniques necessary to obtain desired results.
Processing (Developing)	607	Work accomplished in developing imagery on exposed photographic materials.
Finishing (Dry & Sort)	608	Work involving drying and sorting photographic products.
Visual Aid Assembly	609	Work involved in mounting, copy numbering, and classifying all copies of visual aids.
Repro & Printing	610	Reproduction work not otherwise specified.
Negative Layout	611	Work involved in preparing negative for making offset plates.
Plate Making	612	Work involved in exposing and developing offset plates.
Ozalid	614	Work involved in making ozalid reproductions.
Photostat	615	Work involved in making photostat reproductions.
Binding	616	Work involved in cutting paper and assembling and binding publications.
Press Run	617	Work involved in the operation of printing presses.
Film Files and Couriers	620	File and courier work not otherwise specified.
Film File and Control	621	Work accomplished in connection with providing loan service in the film, report and plot files.
Courier Activity - NPIC	622	All courier and messenger service provided

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<u>Activity</u>	<u>Code</u>	<u>Definition</u>
Courier Activity-Community	623	All courier service exclusive of that provided internally <div style="border: 1px solid black; width: 80px; height: 15px; margin: 2px 0;"></div>
Rec Mgt & Vital Rec	624	Survey and management of records and vital materials.
Daily Make-ready	630	Make-ready and preventative maintenance of equipment on a daily basis.
Clean Area Hskp	631	In-house maintenance of clean room areas.
Admin	700	Administrative work not otherwise specified.
Management	710	Work performed by Director, Ex. Dir., Assts., Div. Chiefs, and their Deputies.
Supervision	711	Supervisory activity by Branch, Section, and Unit Chiefs and their deputies.
Management Support	712	Work performed by special assts. and staff functions directly under management personnel.
Prod & Quality Control	713	A specific function under management support.
Management Information	714	Collection, data processing, analysis and reporting for the Management Information System and maintenance of project status and other statistical data.
Budget & Fin. Anal	715	Work performed by B&FAB/MSS or under their direction.
Clerical	720	Clerical work not otherwise specified.
Typing	721	Unspecified typing.
Secretary/Steno	722	Unspecified secretarial work.
Filing	723	Unspecified filing.
Control of Incoming & Outgoing Material	724	Logging, classifying, routing, etc.
Security Administration	730	Work performed by the Security Branch/SS or under their direction.
Escort Duty	731	Escorting of uncleared personnel.
Liaison	740	Performing liaison work with people outside NPIC.
Operational Liaison	741	Liaison carried on by OPS Staff with collection systems organizations.
Headquarters Liaison	742	PID liaison at Langley.
Logistics Administration	750	Work performed by Logistics Branch/SS or under their direction.
Equipment Test & Eval	751	Testing and evaluating equipment before and after purchase or reconditioning.
Equipment Maintenance	752	Caring for equipment.
Equipment Arrangement	753	Getting together and setting up the equipment needed for an assigned task.
Equipment Procurement	754	Work involved in or leading to procurement of equipment.
Materials Inventory	755	All work connected with maintaining stock of equipment parts and supply.

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<u>Activity</u>	<u>Code</u>	<u>Definition</u>
Personnel	760	Work performed by Personnel Branch/SS or under their direction.
System Identification	770	Gathering by P&DS of basic information on image-forming collection systems.
System Evaluation	771	Evaluation by P&DS of the effect on NPIC of new image-forming collection systems.
System Coordination	772	Dissemination of information within NPIC by P&DS on image-forming collection systems.
Plans and Studies Prep	773	Work involved in the preparation of plans and studies by P&DS.
Technical Research	775	Basic developmental research by P&DS not leading directly to a contractual action.
Pre-contract Investigation	776	Work performed by P&DS leading to a specific contractual action.
Contract Monitoring	777	Work performed by P&DS following the letting of a contract.
Special Investigation	778	Work performed by P&DS on specific projects not involving contractual actions.
Engr & Sci Devel Support	780	P&DS laboratory work performed in support of developmental projects.
Engr & Sci Basic Investigation	781	Basic P&DS laboratory investigations.
Engr & Sci External Support	782	P&DS laboratory work done in support of non-staff requirements.
Engr & Sci Lab Prod & Ser	783	Production and services performed by P&DS laboratory.
Engr & Sci Misc.	784	Miscellaneous Work performed by P&DS laboratory.
Operations Support	790	OS assistance to collection systems organizations.
Cable Preparation & Dissem	791	Drafting, typing, disseminating cables.
Prep. of Oper. Records	792	Mission acquisition data preparation.
Requirements Administration	795	Review, refining, reproduction, and distribution of incoming requirements.
Rqmts Records Prep.	796	Duplicating, controlling, disseminating and filing requirement forms.
Consultation	800	Conducting business discussion not otherwise specified.
Committee Meeting	801	Attendance at committee meetings.
Professional Society Conv	802	Attendance at professional society conventions.
Prepar. for Consultation	803	Preparation for meetings or other consultation.
Staff Meetings	804	Attendance at Staff Meetings--includes Branch, Division, and Center staff meetings.
Briefing Presentation	810	Conducting briefings not otherwise specified.
Briefing Attendance	811	Attending Briefing.
Prep for Briefing	812	Work performed in preparation for briefing presentations.

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<u>Activity</u>	<u>Code</u>	<u>Definition</u>
Tours	813	Conducting and support to internal tours except as integral part of briefing.
Training Administration	820	Work performed by Training Branch/SS or under their direction.
Training Atten. (Internal)	821	Taking courses within NPIC.
Training Atten. (External)	822	Taking courses outside NPIC.
Training Atten. (OJT)	823	Taking on the job training.
Prep. for Training	824	Work performed in preparation for giving training courses.
Training Presentation	825	Conducting training or instruction courses.
On Site Training	826	Training tours sponsored by NPIC.
Travel	830	Time spent in travel.
TDY	831	All regular time spent during temporary duty assignment <u>except</u> that spent on an assigned project, in which case the actual work activity involved will be used.
Annual Leave	841	As described in leave regulations.
Sick Leave	842	As described in leave regulations.
Military Leave	843	As described in leave regulations.
Administrative Leave	844	As described in leave regulations.
LWOP	845	As described in leave regulations.

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APPENDIX C.

DETAILED PROCEDURES FOR RECORDING MULTIPLE END PRODUCTS

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1. Computer Program Limitations:

The tape record for storing end product data for projects allows only one report and five types of other products to be entered for each project. Adding suffixes to a project number, however, has the effect of making a new project. A separate report and five types of other products can be recorded for each suffix. Therefore, if more than one report will result from a project or if more than five types of other products will be turned out by any one component for a project, the following procedures must be used:

a. More than one report

When a component wishes to divide a project into several reports, it will contact the responsible component and request permission to do so. The responsible component, if it agrees, will prepare a separate project notice line for each of the newly designated subdivisions (reports), as described on page 1 of the Handbook. Suffixes for the first 25 subdivisions will comprise a single letter; additional subdivision suffixes will comprise two letters. Single and double suffixes will be used in alphabetic order, except that the letter Z will not be used in the first column (its use will

be described later); therefore, suffixes will be applied as follows: A through Y; then, AA through AZ; then BA through BZ; etc., through YZ.

Requests for work to be done by other components on the project will thereafter bear the appropriate suffixes. Similarly, all personnel working on the project will charge their time to the appropriate sub-project by indicating the correct suffix on their time recording forms. In cases where it is not feasible for an employee to distinguish which subdivision of a project he is working on, he will charge his time to the basic project number without concern for suffixes.

b. More than five "other products"

When a component wishes to record information on more than five types of other products for a project, it may assign suffixes for that purpose alone. These suffixes will consist of two letters, the first of which must be z, and will be used in alphabetical order (e.g., ZA, ZB, ZC, etc.) This suffix will be shown in the work phase notice(s) in which the final product information is recorded. Z suffixes will not be used by individuals for recording time, their sole purpose is to record additional final product information.

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